

COUNTY OF KAUAI
Minutes of Meeting
OPEN SESSION

Board/Committee:		Kaua‘i Fire Commission		Meeting Date		June 5, 2017	
Location		Mo`ikeha Building – Meeting Room 2A/B		Start of Meeting: 2:00 p.m.		End of Meeting: 2:15 p.m.	
Present		Chair Michael Martinez; Vice-Chair Thomas Nizo; Members: Linda Kaauwai-Iwamoto, Clifton (Jimmy) Miranda (Arrived at 2:13 p.m.), Alfredo Garces Jr. and Chad Pacheco. Also present: Board & Commissions Office Staff: Support Clerk Mercedes Omo; Fire Department: Fire Chief Robert Westerman, Deputy Fire Chief Kilipaki Vaughan and Fire Chief’s Secretary Eve Domingcil.					
Excused							
Absent							
SUBJECT		DISCUSSION				ACTION	
Call To Order						Chair Martinez called the meeting to order at 2:00 p.m. with four (4) Commissioners present constituting a quorum.	
Approval of Minutes		Regular Open Session Meeting Minutes of May 1, 2017. Executive Session Meeting Minutes of May 1, 2017.				Ms. Kaauwai-Iwamoto moved to approve the Open Session meeting minutes of May 1, 2017 and the Executive Session meeting minutes of May 1, 2017. Mr. Pacheco seconded the motion. The motion carried 5:0.	

SUBJECT	DISCUSSION	ACTION
Chief's Monthly Reports	<p>1. Fire Commission's Reports for the month of April 2. Fiscal Report 3. Daily Flight Hours and Alarm Data 4. Chief's announcements and other pertinent updates</p> <p>Fire Chief Westerman pointed out a typo in the Training Bureau Report. The report showed 6668 hours of recruit training in fiscal year 2015-2016 when the report should have reflected fiscal year 2016-2017.</p> <p><u>Fiscal Report</u> The budget is on track and there were no significant changes other than an increase in overtime due to the brush fire in Waimea.</p> <p><u>Daily Flight Hours and Alarm Data</u> A total of 10.3 hours was spent in the rescue category which doubled from the previous month. Air 1 is due for its annual evaluation sometime next week before the Department can enter into a new bid contract.</p> <p>Chair Martinez asked during evaluation if the Department has another helicopter readily available in case of an emergency to which Fire Chief Westerman replied yes, stating that if there is an emergency, the evaluation process can stop at any time, and if no major components are removed from the aircraft and it's deemed airworthiness, the aircraft will be released. He added that the contract requires the regulating company to provide a similar type of aircraft for the Department to use in case of an emergency.</p> <p>Vice Chair Nizo asked if the County has satellite communication (SATCOM) with PMRF (Pacific Missile Range Facility) to which Fire Chief Westerman replied the Department's Mobile Command Post has the capability to communicate with PMRF; however, the Department is having an issue with its VHF/UHF land mobile radio which all started when they switched over to digital and are working to fix the problem so PMRF can continue to communicate with the Department's Mobile Command</p>	

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	<p>Post, as well as the Kaua'i Police Department.</p> <p>Vice Chair Nizo asked if the Fire Department has someone assigned to the Emergency Operations Center (EOC) in case the need arises to which Fire Chief Westerman replied yes.</p> <p>Mr. Pacheco asked with the recent ratification of the Firefighters union contract, how much weight would it put on the Department's new budget to which Fire Chief Westerman replied the Department of Human Resources and Department of Finance did a cost estimate on what the costs were going to be and based on what the probabilities for negotiations were, most of the costs have already been included in the new budget and if there are any new additions, HR and Finance would take care of the cost from another fund. So in essence, there would be no significant financial impact on their budget.</p> <p>Chair Martinez inquired if any of the Commissioners, other than him, will be attending the blessing of the Fire Department's new apparatus on June 22, 2017 in Hanalei. Chair Martinez then asked about the Community Emergency Response Team (CERT) program.</p> <p>Fire Chief Westerman stated that the CERT is managed by the Fire Department and operates out of the Emergency Management Agency EOC (formerly Civil Defense). The trainings are done routinely throughout the year. If anyone is interested in becoming a CERT member, they can either contact the CERT coordinator at 241-4928, email kfdcert@kauai.gov or go on the County of Kaua'i website and click on link to the Fire Department to get more information.</p> <p>With no further questions or comments, Chair Martinez called for a motion to receive the Chief's monthly reports.</p>	<p>Mr. Pacheco moved to receive the Chief's monthly reports for the month of April. Vice Chair Nizo seconded the motion. The motion carried 5:0.</p>

SUBJECT	DISCUSSION	ACTION
Business KFC 2017-02	<u>Report from the Permitted Interaction Group (PIG) on the criteria for the Fire Chief's new job description which will be instrumental in the recruiting and hiring of a new Fire Chief in the future. (On-going)</u> There were no updates.	
KFC 2017-05	<u>Discussion and decision-making on selecting another member of the Fire Commission to accompany Commissioner Kaauwai-Iwamoto to the 2017 Hawai'i Fire Chief's Association Conference from November 30 to December 2 at the Fairmount Waikoloa Orchid Resort on the Big Island.</u> Chair Martinez stated if no one else from the Commission wants to attend the conference, he would accompany Commissioner Kaauwai-Iwamoto to the conference. Hearing no response, Chair Martinez announced he would be attending the conference.	
Announcements	Next meeting – Monday, July 3, 2017 – 2:00 p.m., Mo'ikeha Building, Meeting Room 2A/2B.	
Adjournment	With no further business to conduct, Chair Martinez called for a motion to adjourn the meeting.	Mr. Pacheco moved to adjourn the meeting. Mr. Miranda seconded the motion. The motion carried 6:0. At 2:15 p.m. the meeting adjourned.

Submitted by: _____
Mercedes Omo, Staff Support Clerk

Reviewed and Approved by: _____
Michael Martinez, Chair

☒ **Approved as circulated on July 3, 2017.**
☐ Approved as amended. See minutes of _____ meeting.